

EFFECTIVE

January 1, 2006.

SUBJECTS

1. Updated CDC Forms & Publications
2. Phone Interview, New Form
3. Graphics Replaced and Updated Terminology
4. Schedules Updated

**1) Updated CDC
Forms &
Publications**

Exhibits and/or instructions are updated for the following forms and publications:

- **DHS-PUB 872**, ABCs Automated Billing for Child Care System Most Frequently Asked Questions
- **DHS-2242**, Notice of Employment-Related Appointment/Assignment or Home Call
- **DHS-4109**, Child Development and Care Attendance Report
- **DHS-4583-SP**, Child Development and Care (CDC) Application (Spanish)
- **DHS-4640-SP**, Child Development and Care (CDC) Applicant Instructions (Spanish)
- **DHS-4806**, Notice of Child Development and Care (CDC) Provider Match on CR
- **DHS-4807, DHS-4807-SP**, Notice of Child Development and Care (CDC) Provider Eligibility (English and Spanish)

**2) Phone Interview,
New Form****FAP**

Send the DHS-575, Phone Interview, to clients who potentially qualify for a waiver of the FAP in-person interview due to a hardship (see PAM 115). The DHS-575 is available on MSWord and is optional.

Reason: Created to encourage specialists to waive FAP in-person interviews when possible.

**3) Exhibits
Replaced and
Updated
Terminology**

Many forms and publications have been revised, therefore exhibits are replaced with the new versions. In addition, terminology is updated such as FIA to DHS, customer to client, etc.

**4) Schedules
Updated**

RFS 101, 102, 103, 104, 105, 106, 109, 110, 111, 205, 206

Payroll and deadline schedules, and calendars have been updated for 2006.

The State SSI Payment Payroll Deadline Schedule has been updated with the 2006 payment dates.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...****RFF 575
RFF 723****Changed Items (content changes) ...****RFF 26A
RFF 27
RFF 69
RFF 93
RFF 114
RFF 114A
RFF 179
RFF 266
RFF 282
RFF 330
RFF 498
RFF 617
RFF 872
RFF 1111
RFF 1291
RFF 1582TV
RFF 2157
RFF 2362
RFF 2442
RFF 4109
RFF 4583
RFF 4640
RFF 4806
RFF 4807
RFS 101
RFS 102
RFS 103
RFS 104
RFS 105
RFS 106
RFS 107
RFS 109
RFS 110
RFS 111
RFS 205**

RFS 206

Changed Items (link changes only) ...

RFF 18

RFF 54A

RFF 333

RFF 334

RFF 3050

Deleted Items ...

RFF 849T

RFF 4418

RFF 4739